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MEMORANDUM FOR: Chief, Plans and Review Staff, Office of Personnel

SUBJECT : Regulatory Changes Required by Report of the Inspector General on Survey of Personnel Security

1. We have received an advance copy of a report to the Director of Central Intelligence on a survey by the Inspector General of Personnel Security in the Agency. Although formal action has not yet been taken on this report, two of the recommendations involve amendments to Personnel regulations and I would like to anticipate formal approval of the report by preparing the necessary changes.

2. Recommendation: That a uniform deadline be established within which the supervisor tries to locate a missing employee.

Recommendation: That uniform procedures be established and followed for controlling private foreign travel upon returning from overseas assignment -- to include a requirement that employees report in by telephone immediately upon returning to the States.

The discussion in the report from which the recommendations quoted above are derived is as follows:

Another soft spot is the variation in procedures for keeping ourselves informed of the whereabouts of an employee who is absent from duty. The regulations specify that the supervisor shall attempt to locate an employee who fails to report for work but does not prescribe the time limit within which this must be accomplished. We found appreciable differences among the policies of Operating Divisions with respect to the employee who takes leave enroute home from an overseas assignment. Of additional concern is the employee who resigns and remains overseas.

3. It is requested that you initiate action in collaboration with the Benefits and Services Division to establish a time limit within which a supervisor must report a missing employee at headquarters. The regulation presently requires that an employee report in within the first two hours of the workday if he cannot be present. Although the regulation implies an immediate effort by the supervisor to locate the employee and a prompt report to Personnel if his efforts are unsuccessful, it does not establish time limits. Subject to further discussion with Benefits and Services Division and other elements concerned, I propose that the supervisor be required to report to Personnel at least six hours after the beginning of the employee's workday if he has failed to report in and the supervisor has been unable to locate him.

4. I have no specific suggestions to offer regarding the mechanics for implementing the second recommendation above. However, it is requested that you undertake the drafting of an appropriate change in collaboration with the offices concerned.

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Emmett D. Nichols

Emmett D. Nichols

Director of Personnel

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